

~~CONFIDENTIAL~~

Report For Week Ending 17 December 1957  
From  
Records Center

During the week the following accessions were made:

OSI	1 Cu. Ft.
OCR	9 " "
ORR	5 " "
Sub-Total:	15 Cu. Ft.
Finished Intelligence	36 " "
Total:	51 Cu. Ft. / 11 ✓

Map Negatives	1,009 Cu. Ft.
Records Holdings	25,460 " "
Distribution Material Holdings	10,902 " "
Total:	37,371 Cu. Ft.


Distribution Material Disposed of at Center	40 Cu. Ft.
Distribution Material Transferred from Center	5 " "
Records Disposed of at Center	0 " "
Records Transferred from Center	0 " "
Total:	45 Cu. Ft. / 29

### Accessioning

The issuing of the accessioning job numbers by the Accessioning Branch has proven to be helpful not only to the Records Center, but also to the operating offices. At the time the number is issued, orders are taken for assembled boxes, the transportation is arranged, and other assistance necessary is rendered.

### Disposal

The final disposition of the disposable records of the Office of Logistics has begun. They are being burned in the Records Center incinerator by Records Center personnel at the rate of 10 boxes per day.

  
Acting Deputy Chief, Records Center

25X1

~~CONFIDENTIAL~~

**CONFIDENTIAL**

The following figures indicate the space utilization by operating component within the Center:

<u>Operating Component</u>	<u>Available</u>	<u>Utilized</u>	<u>Total</u>
Supplemental Distribution	1,543	10,367	11,910
DD/P	1,045	7,685	8,730
DD/S	265	8,075	8,340
DD/S (Compt.Grilled Area)	57	423	480
DD/I	365	7,075	7,440
DD/I (Grilled Area)	1,016	2,764	3,780
DCI	3	27	30
Map Negative	<u>581</u>	<u>1,009</u>	<u>1,590</u>
TOTAL:	4,875	37,425	* 42,300

\* This total includes 1,080 cubic feet of emergency shelving that has been erected in the Center.

**CONFIDENTIAL**

CONFIDENTIAL

Weekly Activity Report for Week Ending 18 December 1957

A. List of Reports Required of Small Field Stations:

In response to a follow-up memorandum prepared by the SSA/DDS relative to a recommendation in the Management Staff Study, subject: "Administrative Support Workload in Small Stations and/or Bases," received memorandum from the Comptroller listing reports currently due by Agency regulations. Discussed list with Records Management personnel who will be concerned with assembling the data received from all components of the DD/S. Will follow up with the SSA/DD/S if replies are not received from the other DD/S components within a reasonable period.

B. Personnel Type Vital Records Study:

RMO Office of Personnel reported he was tied up this past week with a group of "Crash" forms and did not have a chance to check with this one decision of the Personnel Office that has not finalized their revised deposit schedule for "inclusion" in the study. He stated he would clean up this task within the next two days.

C. METAL DESK TRAY PROJECT:

Reviewed material in file concerning the development of metal trays and opinions concerning their utility. Since the last opinions from organizational components were obtained approximately two years ago, I am asking several of the Area Records Officer's of their reactions to the use of the tray for the past two years. Also, will ask certain TSS personnel as to their suggestions on modifying the present metal tray or having a tray of some other type of material manufactured such as hard rubber or plastic.

D. News

While having lunch with a senior official of one of the DD/P components he commented upon the difficulty he has in obtaining records that another government organization has sent to storage. The difficulty is apparently caused by the fact that either an inadequate indexing system prevails or they have not had the personnel to process the retired records. When the above official is less crowded with the pressure of his new duties, I plan to suggest that we conduct him on a tour of the Records Center and Repository.



25X1

Weekly Report for Week Ending 18 December 1957  
from

- 25X1
- 25X1
1. Completed arrangements for the preparation of graphics for  
presentation on Records Management.
  2. Prepared a memorandum requesting the Chief, Physical Security Division, to conduct a study on the extent to which certain types of filing equipment must be modified before they can be used in a non-secured area.
  3. Attended one class on "Effective Speaking".
  4. Attended the 8th meeting of the U. S. Government Correspondence Manual Committee.

25X1